COMPUTER RESOURCE REQUEST
INFORMATION SERVICE DEPARTMENT

1. NAME OF REQUESTER (Last, First, MI):	2. NAME OF PROJECT:

3. PHONE NUMBER:	4. ORGANIZATION:	5. PROJECT UPN (7 Digits):	6. REQUEST DATE:

7. PROJECT DESCRIPTION (250 Characters):

8. CURRENT ACCOUNT NUMBER: OR CHECK HERE ☐ NEW

9. (a) COMPUTER SYSTEM(S):   (b) CPU TIME (Hours):

10. (a) NASA CENTER/CONTRACTOR NAME: _____

(b) USER NAME (Last, First, MI):	(c) PHONE NUMBER (10 Digits):	(d) USER ID (If known):

11. APPROVED BY: ☐ COVER LETTER ☐ SIGNATURE (AT RIGHT)	OFFICE MANAGER OR EQUIVALENT:	12. DATE:

THIS SECTION TO BE FILLED IN BY INFORMATION SERVICE DEPARTMENT

13. NEW ACCOUNT NUMBER:

14. PROCESSED BY:	15. DATE PROCESSED:

MSFC Form 4180 (Rev. August 1999)

PDF

INSTRUCTIONS FOR COMPUTER RESOURCES REQUEST FORM

1. <u>NAME OF REQUESTER</u>: Name (Last, First, MI) of the MSFC civil service branch chief, or the designee, who is responsible for the work and whose laboratory/office will be charged for the work.

2. <u>NAME OF PROJECT</u>: Project name for which the computer resource request is initiated, (i.e., SRB, SSME, AXAF, SSF, etc.).

3. <u>PHONE NUMBER</u>: Phone number of requestor (10 digits).

4. <u>ORGANIZATION</u>: Requestor's 4-character MSFC organization code.

5. <u>PROJECT UPN</u>: Seven-digit work order number corresponding to the project.

6. <u>REQUEST DATE</u>: Date of request.

7. <u>APPLICATION DESCRIPTION</u>: Concise description of work to be performed under this computer resource request. (Limit of 250 alphanumeric characters.)

8. <u>CURRENT ACCOUNT NUMBER</u>: If this job was performed under another account number in the previous fiscal year, record the account number in this block or if this is a new task, indicate by checking "New".

9. (a) <u>COMPUTER SYSTEM(S)</u>: List computer system(s) to be used.

Computer System Node	Description
M3090	MIS IBM 3090
E3090	Engineering IBM 3090
VMFS	Silicon Graphics Origin 2000 (Virtual Memory File System)
Edalf1	DEC Alpha System
VMCS	Silicon Graphics 4D/480 (Virtual Memory File System)
IPS	Silicon Graphics 4D/480 (Image Processing System)

   (b) <u>CPU HOURS ESTIMATED</u>: For each computer system node listed, provide an estimate of total fiscal year CPU hours expected to be used.

10. (a) <u>NASA CENTER/CONTRACTOR</u>:   Please provide the NASA center or organization name in full and an abbreviation will be assigned. **Contractors, NASA centers and different contractor companies cannot share the same account number.** A separate Computer Resource Request form is required for this case and a unique account number will be assigned.

   (b) <u>USER NAME</u>: List name (Last, First, MI) of each user for this account number.

   (c) <u>PHONE NUMBER</u>: List each user's phone number (10 digits) where he/she may be reached.

   (d) <u>USERID</u>: List each user's computer USERID as established by MSFC Form 4194, Computer Access Control System (CACS).

11. <u>APPROVED BY</u>: The Computer Resource Request form must be authorized by the office manager or their designee. A signature and date of approval may be filled in on the Computer Resource Request form or a cover letter may be attached, if desired.

12. <u>DATE</u>: Enter date approved by laboratory or office chief.

BLOCKS 13, 14, AND 15 WILL BE COMPLETED BY THE INFORMATION SERVICES DEPARTMENT: A new account number will be assigned for those jobs which have been designated to be "New" above.